

**MINUTES OF CAMBRIDGE PRIMARY SCHOOL BOARD OF TRUSTEES MEETING ON
14 FEBRUARY 2022 HELD AT 6:00PM VIA ZOOM**

Present: Michelle Jenkins, Nicola Cronin, Calum Jamieson, Mike Pettit, Andrea Twaddle, Taryn Jago-Sutton, Sol Henare, Kate Dye (minutes)

Apologies: None

Visitors: None

Welcome and Karakia

ORDER OF BUSINESS

No changes.

ELECTION OF PRESIDING MEMBER/DEPUTY

Michelle Jenkins nominated Andrea Twaddle for the continued role of Presiding Member. Andrea Twaddle nominated Michelle Jenkins for the continued role of Deputy Chair. No further nominations were received.

Motion

The Board elected Andrea Twaddle as Presiding Member.

Jenkins/Cronin

Motion

The Board elected Michelle Jenkins as Deputy Chair.

Twaddle/Jamieson

DELEGATED RESPONSIBILITIES

The Board has reviewed the delegated responsibilities.

Motion

- The Board of Trustees authorises the following areas to be delegated to the Principal:
- Suspending and stand down of students
- Financial expenditure within budget limitations
- Principal has authority to sub delegate to paid staff members spending of budget
- Employment of staff - Teachers and Support Staff
- Allocation of salary units
- Suspension of Staff
- Managing the banked staffing provisions
- Staff appraisals and professional development
- Initial investigations relating to a complaint against a staff member
- Implementation of the schools current enrolment scheme

Twaddle/Jamieson

LATE ITEMS FOR THE AGENDA

None

ANNUAL CALENDAR/BOT MEETING DATES FOR 2022

The proposed BOT meeting dates were reviewed.

Motion

The BOT approved the meeting dates subject to changing the 21st March to 22nd March.

Pettit/Twaddle

MINUTES OF THE LAST BOARD MEETING

The Presiding Member amended some of the wording in the minutes to read more clearly.

Motion

Move to accept the minutes of the meeting 2 December 2021 with the amendments.

Pettit/Jenkins

MATTERS ARISING

Staff feedback regarding membership with the Chamber of Commerce was not not in favour at present but should be considered annually.

Action - The Secretary will schedule the next review for the October 2022 BOT meeting.

CORRESPONDENCE

The BOT discussed the consequence of staff leave relating to Covid-19 and the collective agreements that stipulate what leave Teachers or Support staff are entitled to. The BOT is supportive of support staff raising concerns with their Union regarding disparity in the leave provisions of those agreements.

Action - The Presiding Member will draft a response to the letter which the Secretary can pass on.

PRINCIPAL'S REPORT

The Principal's report was tabled.

The Principal thanked the Board for their support with the Garden to Table room.

The SLT has been finalising the supporting documents for the Operational Plan.

Action - The Secretary will review our previous Equal Employment Officer role before we confirm this role for 2022.

The Board discussed the wellbeing of the staff while we are at the Covid-19 Red protection framework and gestures they could make to support staff morale.

The December finances were reviewed and accepted.

Motion

The Board ratified the 2022 budget with no changes from the reviewed version tabled last year.

Henare/Cronin

Motion

The Principal's report was accepted.

Pettit/Twaddle

POLICIES

The Board is still happy with the SchoolDocs model for CPS policies.

The Principal assured the Board that all the policies are accurate and the Emergency plan has been updated to include a variation of the school map evacuation points which will differ from the original whilst we are in the Red protection framework.

2022 CHARTER & STRATEGIC PLAN SIGN OFF

The inclusion of a Maori translation in the Charter was discussed. The operational plan was provided to the Board for review and comment.

Action - The Principal will seek advice on this.

Action - The Charter will state that the 'curriculum targets' are for a non-Covid affected School year.

Motion

The Board confirmed the Charter as presented with the inclusion of the statement in the 'Action' above. *Twaddle/Cronin*

TEACHER ONLY DAYS 2022

Motion

The Board confirmed the proposed Teacher only day on 21 March 2022. *Twaddle/Henare*

TEACHER LEAVE REQUEST

Motion

The Board accepted Amy Crawford's leave application for the dates requested. *Pettit abstained from voting. Twaddle/Jago-Sutton*

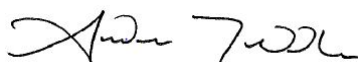
BOARD SUCCESSION

The Board discussed a 'Treasurer/Finance' role within the Board and the expertise this would offer particularly with Board succession in mind.

Action - Communication to be sent out to the CPS school community to gauge interest in this role.

Action - The Bursar will be invited to attend the next meeting for her first hand financial knowledge.

Meeting closed at 8:30 pm



Chairperson/Presiding Member: _____
Andrea Twaddle

Date: 22 March 2022

Dates of Board Meetings in 2022:

Term 1, Week 3	Monday 14 February
Term 1, Week 8	Tuesday 22 March
Term 2, Week 2	Monday 9 May
Term 2, Week 8	Monday 20 June
Term 3, Week 3	Monday 8 August
Term 3, Week 9	Monday 19 September
Term 4, Week 2	Tuesday 25 October
Term 4, Week 5	Strategic/Annual Plan Charter Meeting - Monday 14 November
Term 4, Week 7	Monday 28 November
Term 4, Week 7	Data Meeting - Thursday 1 December

Action Plan for reporting at next meeting

Schedule a review of the Chamber of Commerce subscription in October meeting	KD
Response to the Support Staff letter	Andrea
Seek information on Maori translation and include statement in Charter	Mike
Communication to CPS community regarding the Treasurer/Board Finance role	Andrea/KD
Invite the Bursar to the next Board meeting	KD